



Loan Officer Claim a Loan

HDS Single Family Web Application Instruction Series

Steps for a Loan Officer to Claim a loan in the HDS SF Web Application

1. Enter "Loan Management"
2. Enter in Last Name (Loan Number, Lender Loan Number, or First Name)
3. Click "Search Loans"
4. Highlight the loan
5. Click "Update Commitment" (on the green bar)
6. Select the "Origination" tab
7. Select the loan officer name from the drop box or "Not Participating"
8. Click on "Update Loan"

Visual Display:

The screenshot shows the MNHousing.SFWeb.Test application. The breadcrumb trail is: MNHousing.gov > Census Tracts > Zip + 4 > Current Interest Rates. The left sidebar has a 'MANAGEMENT' section with a red box around 'Loan Management'. The main area has a 'Search Loans' button with a red box around it. Below the button, there are input fields for 'Loan Number:', 'Last Name: Smith', 'Lender Loan Number:', and 'First Name:'. A red box is around the 'Last Name' field. A red box is around the 'Search Loans' button. A red box is around the 'Loan Management' link in the sidebar. A red box is around the 'Update Commitment' button in the top navigation bar. A red box is around the 'Loan Number' column header in the table below. A red box is around the 'Smith' value in the 'Last Name' column of the table below. A red box is around the 'Robert' value in the 'First Name' column of the table below. A red box is around the '10/04/2012' value in the 'Commitment Date' column of the table below. A red box is around the '\$75,000' value in the 'Loan Amount' column of the table below.

1 – Click "Loan Management"

2 – Enter in Last Name (Loan Number, Lender Loan Number or First Name)

3 – Click "Search Loans"

The screenshot shows the MNHousing.SFWeb.Test application. The breadcrumb trail is: MNHousing.gov > Census Tracts > Zip + 4 > Current Interest Rates. The top navigation bar has a green bar with a red box around the 'Update Commitment' button. Below the navigation bar, there is a table with the following data:

Loan Number	Last Name	First Name	Commitment Date	Loan Amount
0012615843	Smith	Robert	10/04/2012	\$75,000

4 – Highlight the loan

5 – Click "Update Commitment"

